



THE CITY OF SAN DIEGO

**CONSOLIDATED PLAN ADVISORY BOARD
NOTES FOR MEETING**

WEDNESDAY, JANUARY 08, 2014

SAN DIEGO CIVIC CONCOURSE
NORTH TERRACE ROOMS 207-208
202 'C' STREET
SAN DIEGO, CA 92101

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
<ul style="list-style-type: none">Joyce Abrams, Council District 1 representativeMaruta Gardner, Council District 2 representativeVicki Granowitz, Council District 3 representativeKen Malbrough, Council District 4 representativeRichard Thesing, Council District 7 representativeAaron Friberg, Council District 8 representativeNohelia Patel, Council District 9 representative	<ul style="list-style-type: none">Earl Wong, Council District 6 representative

STAFF PRESENT	ATTENDANCE SHEET
<ul style="list-style-type: none">Sima Thakkar, HUD Programs ManagerEliana Barreiros, CDBG Policy CoordinatorMichele (St. Bernard) Marano, Fair Housing and Special Programs CoordinatorLeo Alarcon, CDBG Project ManagerAbbas Rastandeh, CDBG Project ManagerLydia Goularte, CDBG Fiscal Unit Project ManagerKimberly Vance, HUD Fiscal Compliance Analyst	41 people signed the attendance sheet

Call to Order

- Vicki Granowitz called the meeting to order at 9:10 a.m. with seven Board members present. Quorum was achieved at the same time.

Approval of Minutes

- Ms. Granowitz motioned to have the minutes approved from the Dec. 2013 meeting.
 - Mr. Malbrough motioned to approve minutes, Mr. Thesing seconded. Minutes were then approved, 6-1-0.

Staff Announcements

- Ms. Barreiros introduced new staff members Ms. Kim Vance, Fiscal Compliance Analyst; and, Mr. Hector Guerrero, Project Management Intern.
- Ms. Goularte provided a briefing regarding the results the FY 2015 CDBG Request for Qualifications (RFQ) process. She noted 64 agencies were qualified to participate in the subsequent Request for Proposals process. Ms. Thakkar noted that the process included an appeal period which allowed agencies to correct any issues with their submittal packet.

Board Announcements

- N/A.

Non-Agenda and Agenda Public Comment

- Ms. Lynn Underwood announced that the Commission on Gang Prevention and Intervention could co-sponsor any of the technical assistance workshops (provided by the City's HUD Programs Administration Office to prospective CDBG applicants) during the summer.
- In response to an inquiry from Ms. Kaye de Lancey (representing Jacobs & Cushman San Diego Food Bank), Ms. Thakkar clarified the maximum number of Capital Improvement Projects that could be funded for the FY 2015 CDBG funding cycle, based on the presumed budget and the minimum allocation permitted in accordance with Council Policy No. 700-02.
- Ms. Christina Griffith (representing Senior Community Centers) asked if projects could be "partially funded" if insufficient amount of funds precluded full funding of a project. It was noted that the CDBG allocation procedures do not include a mechanism for partial funding.
- Mr. Robert McNamara recommended adoption of the FY 2015 Review Process

Agenda Item(s)

- Item 6a:
 - **Consolidated Plan Update: *Goals, Anticipated Resources and Projected Outcomes***

Ms. Vicki Joes (with LeSar Development, consultants to the City's HUD Program Office) led a presentation regarding the item.

- It was noted that the FY 2015 City of San Diego entitlement were estimated based on a 5% reduction of the FY 2014 entitlement figures.

- Item 6b:
 - **FY 2014 CDBG Applications: CPAB Review Process**
 - **Action: Selection of Ad Hoc Committees Members**

Ms. Barreiros led a brief presentation of the CPAB review process.

- It was noted that the CPAB members (reviewers of applications in order to arrive at recommendations for funding which are presented to the City Council) will be asked to provide comments as part of their review and scoring of the applications. These optional comments (along with scores assigned by reviewers to each section of the applications) will be made available to applicant agencies (upon their request) following the City Council ratification of the FY 2015 Action Plan. The name of the individual reviewers will be redacted from the forms prior to their distribution to applicant agencies.
- Following a brief discussion, Board members divided themselves into two ad-hoc groups to review and score applications:
 - Ad Hoc Committee 1: Gardner, Thesing, Patel, and Friberg.
 - Ad Hoc Committee 2: Malbrough, Granowitz, Abrams, and Wong.
- Ms. Gardner motioned to approve the composition of the Ad Hoc Committees and Mr. Malbrough seconded her motion. The action was approved unanimously, 7-0-0.

Adjournment

- Meeting adjourned at 10:35am.